

City of Culver City, California
Redevelopment Agency Agenda Item Report

Meeting Date: 03/19/07		Item Number: <u>A1</u>	
AGENDA ITEM: Authorization to Enter into a Contractual Agreement with Mr. Caleb Nelson for Parking Management and Property Management Services.			
Contact Person/Dept.: Glenn Heald		Phone Number: 310.253.5752	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: City Master Notification List (03/15/07).			
Department Approval: Todd Tipton (03/08/07)		Executive Director Approval: Jerry Fulwood (3/14/07)	
City Controller Approval: Marlee Chang (3/14/07)			

RECOMMENDATION:

Staff recommends the Culver City Redevelopment Agency (the "Agency") authorize execution of a \$15,000 contract with Mr. Caleb Nelson for parking and property management services.

BACKGROUND/DISCUSSION

In December 2006, the Economic Development division's staff person responsible for parking and property management retired, followed shortly thereafter by the division's Management Analyst, leaving no division staff available for these duties. The Redevelopment division is unable to back-fill these positions in-house at this time, as one Project Manager is on maternity leave and the Senior Management Analyst will be leaving shortly, also on maternity leave. In an effort to maintain the service and efficiency of the parking and property management services, staff executed an administrative contract with Mr. Nelson until such time that a replacement could be identified.

The parking management services entail working to resolve the needs of commercial tenants, long-term and short-term studio use, and television and commercial production companies. Property management services entail securing, monitoring and maintaining properties acquired/controlled by the Agency for public use (such as the Ivy Substation) or for future development (Washington/National Triangle site, Pleasant View site, Baldwin site, etc.).

Mr. Nelson is experienced in both property management and maintenance, and is currently performing the required duties with excellent results. The recommended contract would secure Mr. Nelson's services at a \$25 per hour rate through the end of June 2007, when the position may be addressed through the budget process.

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FISCAL ANALYSIS:

The recommended contract would ensure that adequate property and parking management services will be maintained throughout the balance of Fiscal Year 2006-07. Adequate funds for this project have been budgeted in Program 59190400.619800 (Administration – Other Contractual Services).

ATTACHMENTS:

1. Standard Form Agency Contract
2. Exhibit A – Scope of Services
3. Exhibit B – Schedule of Compensation

MOTION:

That the Agency:

Authorize execution of a not to exceed \$15,000 contract with Mr. Caleb Nelson for parking and property management services that will be funded from program 59190400.619800.